



CITY COUNCIL AGENDA ITEM

Date: December 2, 2015

To: Brian Kischnick, City Manager

From: Jeanette Menig, Human Resources Director

Subject: Part-time Job Classifications and Wage Rate Update

History

The City of Troy employs hundreds of part-time employees throughout nearly every City department. Recruiting and retaining quality part-time employees is vital to maintain our excellent service levels.

The Human Resources Department recently engaged in a market survey to determine if our wages are competitive for part-time employees. We surveyed comparable communities and libraries, compared the wage ranges reported to our current ranges and considered relative relationships between positions and other staffing needs. Our analysis revealed that many of our current pay ranges should be adjusted.

The part-time wages were last analyzed and adjusted in 2008, therefore the recommended new list also reflects updates to job classifications that have occurred over the last seven years (i.e. elimination of Nature Center and Museum positions, addition of PT Housing and Zoning Inspectors and Grants Specialist).

Also taken into consideration and reflected in the new ranges is the increase in the Michigan minimum wage to \$8.50/hr. effective January 1, 2016. The minimum wage is scheduled to further increase to \$8.90/hr. (in 2017) and to \$9.25/hr. (in 2018).

Financial

The required minimum wage increase will affect 15 employees who are currently paid below the new mandated minimum wage. This results in an estimated cost of \$3250 for calendar year 2016. An additional \$8400 cost is estimated due to increasing the wages of 19 additional employees below the new recommended minimums for the following classifications: Crossing Guard, Library Assistant and Librarian (these three positions are some of our most difficult to fill and increasing the minimum starting pay is an effort to enhance our recruitment efforts).

The new minimum wage and increases to the minimum pay for these classifications will have an immediate financial impact, however, the movement of the pay range maximums primarily represent *potential* increases, because increases are not automatically assigned to employees. Wage increases for part-time employees are merit-based and supervisors consider their performance and job requirements (i.e. additional education or certifications received) before making a

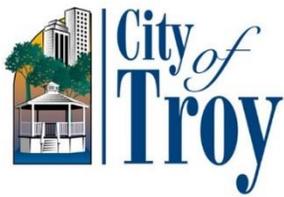


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recommendation to increase an employee's pay rate. These decisions are made on an individual basis. This additional cost would be realized gradually throughout the year.

Recommendation

Implement the new Part-time Job Classifications and Pay Ranges to align our wages and classifications accurately to be competitive in the market. The recommended classification plan with pay ranges is attached.



PAY RANGES

PART-TIME CLASSIFICATIONS

JANUARY 1, 2016

General Classifications

Assistant Pool Manager	\$ 8.50 – 16.00	Police Desk Attendant	20.00
Background Investigator	20.00	Pool Manager	8.50 – 18.00
Cable Production Specialist	16.50 – 22.50	Pre-School Coordinator	14.50 – 20.00
Camera Operator	8.50 – 13.50	Public Works Assistant	9.00 – 11.00
Crossing Guard	10.00 – 14.00	Recreation Supervisor	16.50 – 23.00
Election Aide	12.00	Seasonal Supervisor	11.50 – 13.50
Election Inspector	10.00	Student Enforcement Aide	8.50 – 10.50
Engineering Inspector	25.00	Summer Laborer	9.00 – 11.00
Fire Staff Assistant	11.00 – 14.00	Technical Services Supervisor	18.50 – 26.50
Fitness/Wellness Specialist	15.00 – 40.00	Umpire	12.75 – 18.00
Grant Specialist	18.00 – 20.00	911 Operator	20.00
Intern/NEXT Assistant	10.00 – 13.00		
Investigative Assistant	20.00	<u>Full-time Hourly Equivalent</u>	
Librarian	18.50 – 25.50	Administrative Aide	Min - Midpoint
Librarian – Substitute	16.50 – 22.00	Appraiser	Min - Midpoint
Library Aide or Substitute	11.50 – 16.50	Attorney	Min - Midpoint
Library Assistant or Substitute	9.50 – 14.00	Building Maintenance Specialist	Min - Midpoint
Library Page or Substitute	8.50 – 10.50	Housing and Zoning Inspector	Min - Midpoint
Library System Specialist	18.50 – 24.50	Ordinance Enforcement Officer	\$ 8.50 - Midpt*
Office Assistant	11.00 – 14.00		*FT Housing &
Police Computer Technician	18.00 – 20.00		Zoning Inspector

<u>Coordinators</u>	\$ 8.50 – 18.00	<u>Support</u>	\$ 8.50 – 11.50
Adaptive Program	Senior Program	Aide – Adaptive Program	
Basketball – Adult	Soccer – Adult	Aide – Pre-School	
Basketball – Youth	Softball – Adult	Aide – Recreation	
Day Camp	Softball – Youth	Aide – Safety Town	
Recreation	Sports – Youth	Attendant – Community Center	
Safety Town	Volleyball – Adult	Babysitter	
		Cashier – Aquatic Center	
		Lifeguard	
		Scorekeeper	

<u>Instructors</u>	\$ 8.50 – 16.00	<u>Officials/Referees</u>	\$ 8.50 – 15.50
Dance	Safety Town	Official – Basketball – Youth	
Day Camp Leader	Sports – Youth		
Physical Fitness	Water Safety		
Pre-School	Water Safety – Private		

Note: The Michigan Minimum Wage is scheduled to increase as follows: \$8.90 on January 1, 2017 and \$9.25 on January 1, 2018.